



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSISTANT INFORMATION SYSTEMS ANALYST

\$2,902 - \$4,363

PROJECT COORDINATION & ADMINISTRATIVE SUPPORT BUREAU SACRAMENTO

RESPONSIBILITIES: Under the supervision of the Data Processing Manager II, Administrative Services Office, the incumbent provides a variety of information technology services related to the Departmental issuance of portable telecommunication devices including cellular telephones, Blackberry devices, pagers, internet service provider (ISP) accounts, airless access cards and calling cards; develops and issues policy supported by Control Agency requirements; issues and maintains an inventory of devices and provides management reports as needed. The incumbent also acts as the web page developer for the Division; recommends and monitors information provided to departmental staff through the intranet site; and coordinates with program staff on intranet content issues as they relate to the ITD.

DESIRED QUALIFICATIONS:

- Understanding of the functionality of various telecommunication devices.
- Ability to handle multiple priorities from a wide customer base.
- Strong verbal and written communication skills; involving State staff and the business community that provide telecommunicate services.
- Strong analytical skills.
- Excellent customer service skills.
- Knowledge of Microsoft Office XP (Word, PowerPoint, Excel, and Access) and web publishing applications (Microsoft FrontPage).
- Willingness to work in a team environment.
- Work independently and efficiently analyze situations, identify and solve technology problems and develop effective business solutions.

WHO MAY APPLY: Applications will be accepted from current State employees at the Assistant Information Systems Analyst level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

Please indicate "Assistant Information Systems Analyst #106-1479-001" on the State application.

Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: September 18, 2006 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD